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T-8108

Document No. 4

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COVERT ADVISORY TRAINING CONFIDENTIAL

7 December 1951

Class. SECRET TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 15 MAR 1978 By: 024

Meeting opened at 2:05 p.m. and adjourned at 3:45 p.m. same date.
Members present: [REDACTED]

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1. Problem of multiple copies of films presented by Mr. [REDACTED]

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DISCUSSION: There should be some way to coordinate the requests for prints in order to place one order instead of many arriving at various times. TRC reviews all films for overseas usage, and if it could have knowledge of the needs for films for other training purposes as well, TRC could estimate the number of prints needed and could place the order.

- Three things are needed:
1. more knowledge of film requirements
 2. someone in OSO and OPC to work with TRC on this point
 3. OSO and OPC assistance in previewing films thought pertinent to the specific offices.

As an interim measure [REDACTED] suggested that four copies of a film be ordered if only one is stipulated. One would be for European, FE, TRC and CIA files. This, however, is very costly.

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OSO and OPC would like bibliography cards with content and evaluation of each film previewed by [REDACTED]

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TRC has requests for 18 films at present, and they should be cleared with OPC and OSO.

One film is being developed in TRC's shop.

Expenditure for films. At present the projects are paying for them. Next spring, an estimate will be asked for the needs of the offices for the coming year.

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2. [REDACTED] films

DISCUSSION AND DISPOSITION: An excellent film was given this morning to a selected audience answering the question of what makes a PW man. Also enlarging on this theme, introductions after the film of personnel who have done parts of this work were made. The film will be shown at a later date to others after it has been sanitized.

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3. Personnel

DISCUSSION: Requests for individuals by name to be released by TRC have been received. Memo from [REDACTED] was read regarding releasing a member of TRC who has had a two year tour of duty. A build up of TRC strength is necessary. Rotation paper has gone to D/TR with TRC's comments.

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DISPOSITION: Rotation will be held on a one to one basis. Replacements will have to be on TRC staff for a while before releasing a member for rotation. This problem is now turned over to OSO and OPC offices for solution.

4. Special courses

Mr. [REDACTED] stated that the divisions need more consciousness for training. Special courses cannot be given to extremely small groups of people, but individuals who do not need the full courses may take the sections they need instruction in. Responsibility for lack of proper training is to be taken by the divisions themselves.

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5. Course enrollment changes without reasons known to TRC

DISCUSSION: There were 30 late additions and 5 cancellations this week. This is worse than ever before. OPC and OSO deplore this condition.

DISPOSITION: OPC will write divisions asking for better procedures. OSO has already done this. A new procedure is suggested--have the training requests as the first personnel action when individuals are recruited or when they are provisionally cleared so that some indication could be given TRC of approximate numbers to be in the courses given a few weeks later.

6. Instructor Training Course

DISCUSSION AND DISPOSITION: The first draft of this program has been developed. It will be reviewed jointly by OSO, OPC and TRC. Both OSO and OPC agreed to help in getting this program going.

7. Identification of students entering courses

DISCUSSION AND DISPOSITION: Proper passes have not always been in evidence for students entering the courses. The divisions must see that the individuals scheduled for training have the proper badges. X clearance or temporary green passes are all right.

8. Non-operationally experienced instructors

DISCUSSION: TRC feels it is wise to send instructors out into the support or field stations for observation purposes to make their teaching

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coming back after a period of not more than 6 months and this overseas tour would be temporary duty and not affect their rotation. Mr. [REDACTED] thought that it would be best to give these people to training installations rather than to case officers.

DISPOSITION: OSO will take this up with C/OSO. OPC will be glad to look into this policy.

9. Order of Battle course

DISCUSSION: TRC can expand this subject in the CAI course. When the Espionage course is activated more training in Order of Battle can be given. It cannot be given as a separate course due to lack of personnel.

OSO desires an orientation and detailed course plus reporting such as would be useful to an agent in the field knowing the types of materiel he sees.

DISPOSITION: This problem will be developed by TRC and explored by OSO for help in giving this course material.

10. SIC Course

OPC suggested that a one hour lecture could be given stating the various types of training given and thereby instill consciousness of training and principals of learning, motivation, etc.

11. Utilization of personnel regardless of slot availability

DISCUSSION AND DISPOSITION: It is suggested that high level personnel be detailed anywhere in the Agency where their services are needed regardless of slot availability. [REDACTED] is an example. He should be on duty in TRC, he is needed badly here. This has gone to the Career Services Committee and will now go to the personnel people. TRC has written into a draft of rotation policy that this be done with the opposite applying as well.

12. Security -- pseudonyms, etc.

DISCUSSION AND DISPOSITION: Further analysis is to be made. Ad hoc committee should dovetail with this. Mr. [REDACTED] will work on this.

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[REDACTED]
Assistant Director Training, Covert

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